



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

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PERSONNEL BULLETIN NO. 04-01

SUBJECT: Electronic Distribution of Leave and Earnings Statements

1. Purpose. This establishes the policy for distribution of Leave and Earnings Statement (LES) for all employees of the Department of the Interior. The LES contains biweekly pay and leave information for employees paid through the Federal Personnel Payroll System (FPPS).

2. Policy. Department of the Interior employees will receive their LES information electronically through the online Employee Express system at www.employeeexpress.gov. Hard copy LESs will be printed and mailed only to employees who have obtained waivers to the general policy.

a. An employee who is unable to access Employee Express may request a waiver from the general policy and receive a hard copy LES. The following reasons meet the criteria for a waiver:

- (1) No access to an agency computer with internet service;
- (2) No access to a printer which would allow for privacy when printing the LES; and
- (3) No access to Employee Express (e.g., employees under a dual appointment with two different agencies do not have access to Employee Express).

b. Employees who believe they meet the criteria for a waiver must submit a written request for waiver to their immediate supervisor. The request must fully explain the reason(s) a waiver is being sought. If the supervisor concludes that the request meets one of the waiver criteria set out in this policy, the supervisor will sign the memo, indicating approval, and provide the approved waiver request to the employee's servicing personnel office for entering into FPPS. Instructions for processing waivers from this policy are included in Attachment 1. If the request is denied, the supervisor will note the reason for the denial and return it to the employee. Denials of a waiver request may be appealed through the administrative or negotiated grievance procedure, as applicable.

c. Employees in the following categories will be exempt from this policy and will not have to apply for a waiver:

- (1) Employees in offices barred from internet access, e.g., under the Cobell litigation.
- (2) Employees new to the Department will receive a hard copy LES for the first three pay periods. Thereafter, employees will receive the LES through Employee Express.
- (3) Individuals separated from employment with the Department will receive their final LESs in hardcopy.
- (4) Groups of employees without access to computers (e.g., seasonal firefighters) as identified and approved in writing by the office head. A copy of this approval must be

- (5) provided to a bureau/office servicing personnel office so the waivers can be entered into FPPS.

d. Employees who are otherwise automatically exempt, but want to receive their LES information electronically rather than by hard copy, can stop receiving the hard copy LES in two ways: (1) Provide a written request to their servicing personnel office to discontinue receipt of the hard copy LES; or (2) Press the "Hard Copy Off" button on the LES screen in Employee Express. They will then obtain their LES electronically.

e. In accordance with 410 DM 2, Limited Personal Use of Government Property, employees are allowed to access and print their LES during work hours.

4. Requesting a Duplicate LES. The LES on Employee Express can be printed or saved to a disk for future reference. An employee may also request a duplicate copy of an LES beyond the three pay period online view stored in Employee Express by contacting the Payroll Information Line at 1-800-662-4324 or (303) 969-7732. This also applies to employees who are temporarily unable to connect to Employee Express and have an immediate need to obtain a copy of their LES.

5. Responsibilities.

a. **Employees** are responsible for:

- (1) Obtaining their LES information from Employee Express each pay period;
- (2) Printing the LES from Employee Express if they want to keep a hard copy for their personal records, or saving the LES to a disk or their home computer; and
- (3) Reviewing their LES each pay period for accuracy and alerting their servicing personnel office or the Payroll Operations Division at 303-969-7732, of errors, if any.

b. **Supervisors** are responsible for:

- (1) Ensuring, to the extent feasible, that employees have the equipment and training needed to access and print their LES through Employee Express and are granted a reasonable amount of work time to do so;
- (2) Verifying that applicable conditions are met before approving waiver requests; and
- (3) Continuing oversight of waiver approvals/disapprovals. For example, if an employee obtains the necessary internet access and no longer meets the criteria for a waiver, a previously approved waiver should be rescinded. Similarly, employees who are unable to retrieve their LES for a significant period of time (e.g., due to long term sick leave, military leave, details, or travel) should be given temporary waivers and provided hard copies of their LES.

c. **Servicing personnel offices** are responsible for:

- (1) Providing information to employees on the use of Employee Express and waiver procedures; and
- (2) Timely input of waiver information into FPPS.

d. Personnel Officers are responsible for:

- (1) Coordinating the implementation of this policy within their bureau;
- (2) Coordinating and communicating bureau procedures;
- (3) Identifying groups of employees or organizations for automatic waiver and notifying the NBC Payroll Operations Division for processing in FPPS; and
- (4) Coordinating with bureau servicing personnel offices to ensure waiver requests are processed in a timely manner.

6. Accessing Employee Express. Employee Express is an automated system that puts employees in control of processing many personnel and payroll transactions. In addition to allowing employees to view their LES, the following personnel-payroll transactions can be processed through Employee Express:

- Change in federal and state tax deductions
- Add or change direct deposit and financial allotments
- Change in home address (for payroll purposes)
- Change in health benefits (FEHB) (during open season)
- Change in TSP contribution amounts (during open season)
- Election of TSP catch-up contribution for employees age 50 and older
- Start, change or stop savings bonds
- Change in Personal Identification Number (PIN)

Employee Express is available to all Department of the Interior employees at www.employeeexpress.gov and requires a social security number (SSN) and an Employee Express Personal Identification Number (PIN). A new PIN can be requested over the phone at (478) 757-3030. Once a PIN is received, we recommend that employees change it to something that is easy to remember. However, the PIN should not be one that is easily guessed by other individuals.

Access to Employee Express on the Internet requires Netscape version 6.2 or higher or Microsoft's Internet Explorer version 5.5 or higher. JAVA and JAVASCRIPT must be enabled. Employee Express can also be accessed by touch-tone phone from home at 1-800-827-6254 and from work at (478) 757-3080. The TTY/TDD number is 1-888-880-0412. For security reasons, use of cellular phones is not recommended.

The Employee Express Help-Desk, at (478) 757-3030, is staffed during the hours of 7:00 a.m. to 7:00 p.m., EST; at other times, a message may be left and someone will return the call. The help desk can also be contacted at EEXHelp@opm.gov.

Answers to questions regarding privacy, security, and access can be found at the Employee Express main page at www.employeeexpress.gov. No PIN is needed to access this information.

Any questions about getting access to Employee Express at work should be directed to an employee's bureau/office servicing personnel office.

7. Security. Employees have a continuing responsibility to comply with Department security requirements. This includes not sharing personal passwords and properly logging in and out of systems. To properly log out of the Employee Express system, users must use the "Sign Out" buttons and click on the link "Click Here to Close This Window." Failure to properly log out of Employee Express may make an employee's personal information accessible to other individuals using the same computer.

8. Labor-Management Obligations. Bureaus are reminded to fulfill their labor-management responsibilities, as applicable, before implementation of this policy.

9. Effective Date. This policy is effective no earlier than October 19, 2003. Bureau headquarters representatives may contact the FPPS Help Desk at (303) 969-5500 with questions. Field office personnel should contact their regional/headquarter contacts with questions. Bureau implementation coordinators are listed in Attachment 2.

Carolyn Cohen


Director, Office of Personnel Policy

2 Attachments